



Hollandale Beach

7. Maintain a Civil and Respectful Government

Owner: City Clerk

Collaborators: CM Office & IT

Overall Performance Measure

7.3 Improve Resident Accessibility and Engagement (Meetings and Communications)

Reporting Period: Oct. 2013 - Dec. 2013

	Action Step	By Whom	Time Frame for Completion	Due date	Quality Assurance*	Measurement	Action Completed	Date Completed	Resources
1	1. Full implementation of the Granicus Electronic Agenda system. Provide adequate training for staff, and work with consultant to finalize the Agenda Cover Memo and Agenda Outline format.	City Clerk/I.T./CM	6 Months	3/31/14	Monthly Updates to CM Office	Research and implement best practices for increased resident and stakeholder accessibility and engagement in City Oper. within 6 months.	In Progress	In Progress	Annual budget of \$23,160 for the Granicus Electronic Agenda System.
2	2. Research Best Practices and select vendor for Telephone Townhall Meetings. Schedule Telephone TownHall Meeting.	City Clerk/CM	9 Months	9/30/14	Monthly Updates to CM Office	Research and implement best practices for increased resident and stakeholder accessibility and engagement in City Oper. within 6 months.	In Progress	In Progress	Budget of \$2,000 per Telephone Townhall Meeting established as part of the FY14 Budget.
3	3. Review of requirements and application submittal to the Sunshine Review and Sunny Awards Program.	City Clerk/I.T. /CM	1 Year	9/30/14	Monthly Updates to CM Office	Research and implement best practices for increased resident and stakeholder accessibility and engagement in City Oper. within 6 months.	In Progress	In Progress	Existing Resources; Sunshine Review Website Evaluation Checklist.
4	STATUS UPDATES:								
5	QUARTER 1: This Project is on Target. A soft launch of the Granicus Electronic Agenda system is being utilized internally for the agenda review and approval process. Additionally, staff has received feedback from the CM's office regarding the format of the Agenda Outline and Cover Memo and staff is currently working with the vendor to finalize the documents' layout. Staff is preparing a Process Map for conducting a Telephone Townhall Meetings and will scheduling a listen in session with the vendor for their next available meeting. Finally, staff has completed its preliminary review of the requirements for application to the Sunshine awards and expects to complete and application by the end of fiscal year.								
	QUARTER 2:								
	QUARTER 3:								
	QUARTER 4:								

*not every step will have a quality assurance measure, you may choose to create a step(s) that is the quality assurance check.